



***State of Louisiana***  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

**M. J. "MIKE" FOSTER, JR.**  
GOVERNOR

**MARK C. DRENNEN**  
COMMISSIONER OF ADMINISTRATION

November 22, 2000

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-22**

**TO:** All UPS Agencies

**FROM:** Ronald S. Mitchell  
Director

**SUBJECT:** Payroll Microfiche

Beginning with the September 8, 2000 payday, the Division of Administration began using a new vendor to produce microfiche. There has been a problem with the method of providing the information to the vendor in order for them to produce the microfiche.

As a result of these problems, the microfiche that agencies should have received since September 8, 2000 payday, has not been produced. The programmers are working with the vendor to resolve the problems and to have the microfiche produced as quickly as possible. Please keep the hard copy reports for these paydays until this has been resolved.

The Data Center does have the void/supplemental microfiche for the September 8, 2000 payday, but will not forward them to agencies until more microfiche is ready for distribution. All other reports, except for the September and October leave reports, are available in BUNDL archive. Contact the UPS Help Desk if you need assistance in obtaining any of these reports from BUNDL archive or if you need a copy of a void/supplemental register for September 8, 2000 payday.

We apologize for this delay and for any problems this may have caused. Contact the UPS Help Desk at (225) 342-8928 if you have any questions.

RSM:APH\kmb